Collins Connect

Busy Ant Maths
CONFIDENCE FROM THE START

USER GUIDE

CONTENTS

Collins | Connect

Busy Ant Maths
CONFIDENCE FROM THE START

1. Welcome

Technical Requiements

- Current versions of Microsoft Windows, Mac OS X, iOS

- HTML 5 compatible browsers – IE 10 and above, Chrome, Safari, Firefox

- MS Word, MS PowerPoint, Adobe Acrobat Reader

- Ensure that your email system accepts emails from @harpercollins.co.uk and @e.harpercollins.co.uk

- If you are on a secure network and are having problems loading any content, add the following domains to your whitelist: *.collins.co.uk, jwpsrv.com, *.jwpcdn.com, cdn.mathjax.js, ajax.aspnetcdn.com, www.googletagmanager.com

Help and Support

In the top right of the screen there is a Help and Support section which includes support material and 'how-to' videos.

If you require support, please email **education.support@harpercollins.co.uk** or ring **0844 576 8126, option 3**

If you would like the Admin logins given to anyone other than the original purchaser, we require the Headteacher to contact us for authorisation to release these details.

Introduction

Busy Ant Maths on Collins Connect is an online teacher-facing platform that provides content and resources for primary maths education. It provides all the essentials for teaching the national curriculum, including editable lesson plans, slideshows and tools, as well as fun interactive games that ensure pupil engagement. Busy Ant Maths on Collins Connect is ideal as a front-of-class teaching tool and has been designed in consultation with schools to provide you with exactly what you need to teach maths with confidence.

2. Logging in as an Admin

The role of the admin is to set up all users on the system.

2.1 LOGGING IN
Go to **http://connect.collins.co.uk**
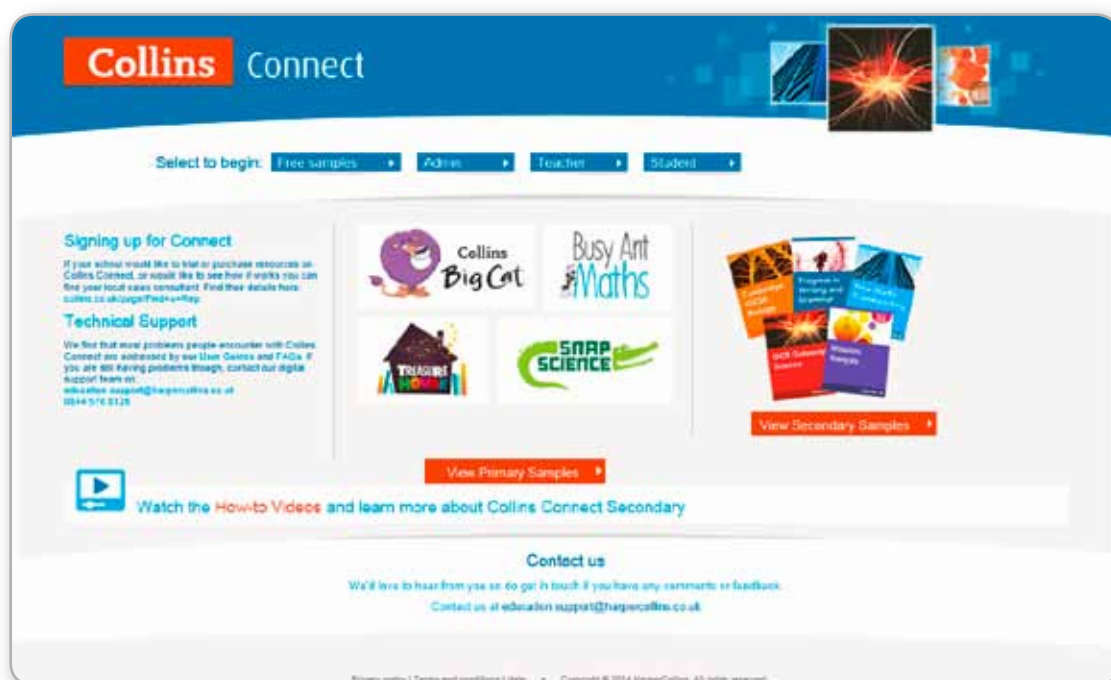
Click on the Admin login button. Enter your username and password. You should have received these by email. If you have any difficulty, please contact our support team. If you would like the Admin logins given to anyone other than the original purchaser, we require the Headteacher to contact us for authorisation to release these details.

The welcome page will give you 2 options:

View subscriptions and **Manage users.**
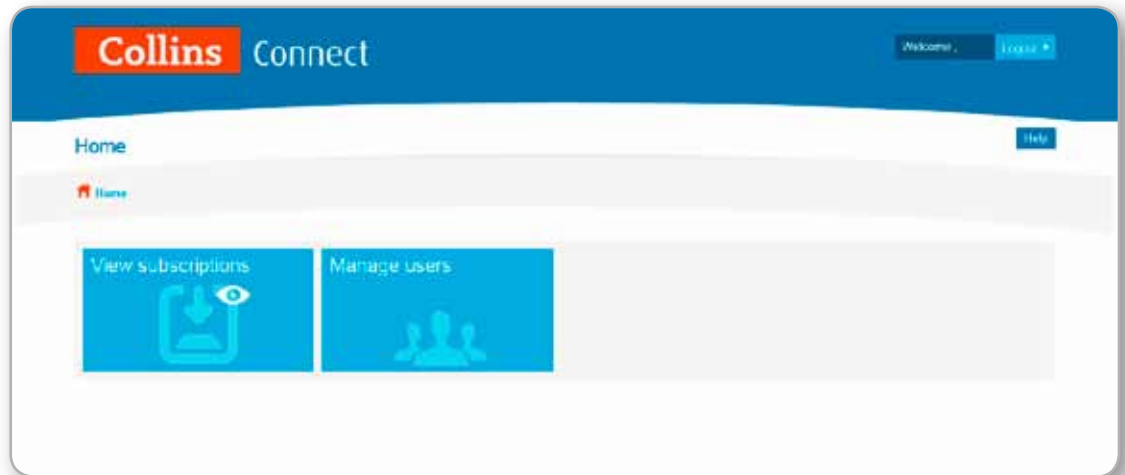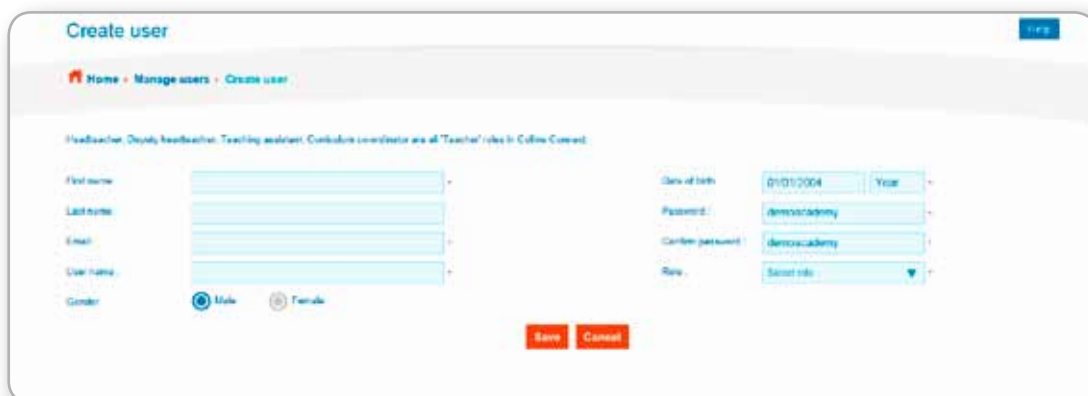
2.2 VIEW SUBSCRIPTIONS

By clicking on this button you can see all of the titles you have subscribed to. You can browse these to view the content.

2.3 MANAGE USERS

This option will allow you to add teachers, who will then be able to access the teacher area on Connect. Click on the **Create user** option in the bottom right. It will prompt you for various pieces of information. Date of Birth does not have to be the correct date if this is not known. You can use **Year** to speed up selecting the date of birth.

Every field is mandatory. We recommend leaving the username as the email address. The password can be set to anything you choose. When the teacher logs in for the first time they will be able to change this password to a password of their choice.

Once you have entered all the information, click **Save**. This will add your user and you will see them on the **Manage users** page. You can edit the information by clicking on the individual entries.

2.4 ADDING CLASSES

Collins Connect admins can set up classes and add students on behalf of teachers.

Log in as Admin and go into **Manage Users**.

If you already have users on the system, click on the people icon in the bottom right of the user.

Note – This can only be done once the user has been added to the system. If you would like to add users this can be done through the **Create user** button in the bottom right of the screen.

Note – If multiple teachers share a class, add the class against one teacher or create a generic one for both to share.

Once you have clicked into the people icon, you click on the **Create class** button in the bottom right of the screen.
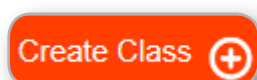
You should then enter a Class name, and then type in the details of the first pupil. Use the **Add pupil** button in the bottom left to add pupils to this class.

Please enter the following details for each student:

- First name

- Last name

- Date of birth, in the format of DD/MM/YYYY

- Gender, enter F/f or M/m

- Year, in a range of 1-6

Collins Connect

Busy Ant Maths
CONFIDENCE FROM THE START

If you enter an incorrect format the system will alert you to this. Click on the plus icon to keep adding pupils to this class and once you have added all of them click on the **Save class** button. You will then be asked whether you would like to **Create another class** or **Finish.**
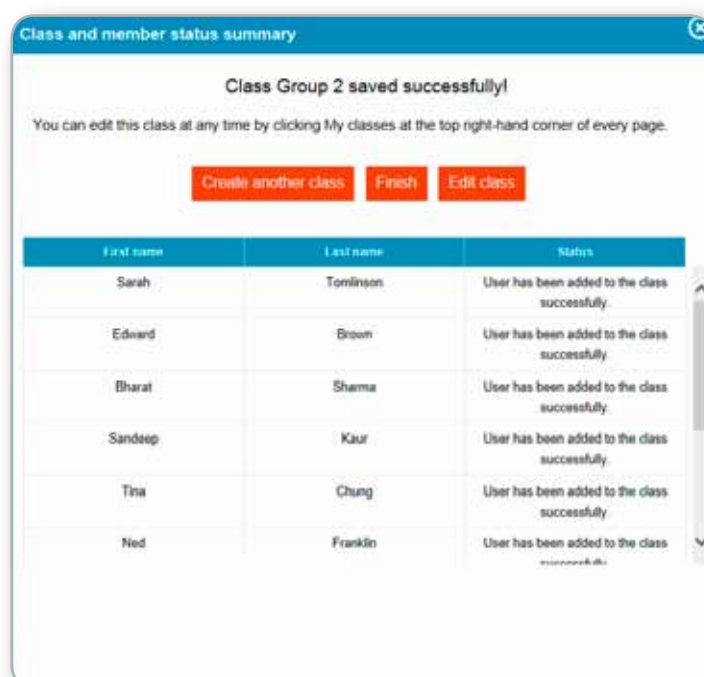
If you click on **Create another class** it will bring you back to the Create class page. If you click **Finish** it will save the class. You will then see the class appear on the teacher's classes page with three icons to the right.

		This option allows you to switch the class teacher for this group
		This option allows you to edit the class group
		You are able to delete the class if you don't require it anymore (*only the Admin can do this*)

Your classes with pupils are now set up and the teacher is able to login and start recording judgements and results against attainment targets.

3. Logging in as a Teacher

3.1 LOGGING IN
Go to **http://connect.collins.co.uk**

Click on the Teacher login. Enter your username and password. Please contact your admin for this information. The first time you log in, you will be able to change this password to a password of your choice.

Collins Connect

Busy Ant Maths
CONFIDENCE FROM THE START

3.2 VIEW SUBSCRIPTIONS

The welcome page will show the titles your school has subscribed to. Click on Busy Ant Maths.

Once inside Busy Ant Maths, the Year Groups that you have subscribed to will be in colour along the top of your screen. Select one.

Choose from the following options: **Teach** contains the teacher-facing content required to deliver a lesson and accompanying pupil materials; **Assessment** contains the assessment tasks and tests; **Class Records** is where the data from the assessments is presented; and **Games and Tools** contains the interactive whiteboard tools and pupil-facing games.
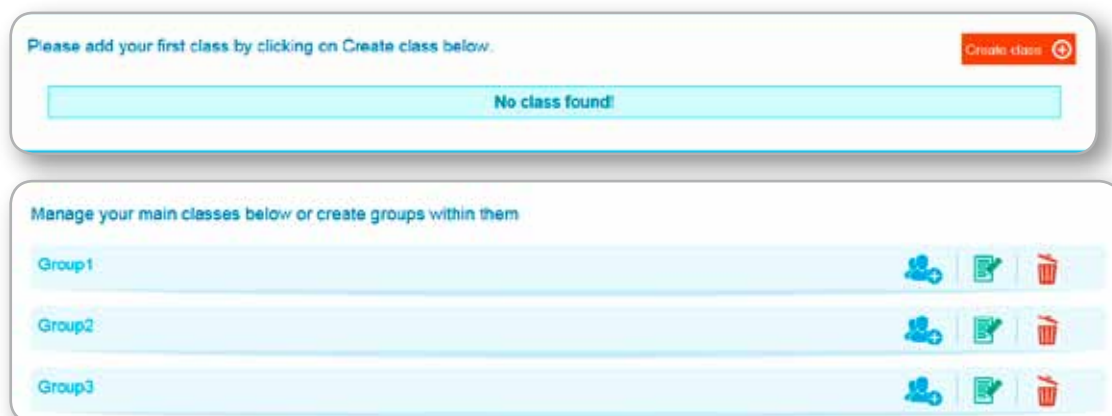
4. Adding Classes

Log in as a Teacher and click on **My classes** in the top right.
If you don't have any classes already set up, you will need to add these. See instructions under Admin role.

If you do have classes already added, you will see them listed here.

You will see all your classes in a list. To the right there are 3 icons:

	This option allows you to split the class into **groups**
	This option allows you to **edit** the class
	Delete class – only Collins Connect Admins can do this

4.1 CREATING GROUPS

Once you have clicked this icon, you can split your class into up to four groups. Drag the relevant pupils into each group. Give each group a name by clicking on Enter sub-group name.

Collins Connect

Busy Ant Maths
CONFIDENCE FROM THE START

Click on **Save** to save the changes.

4.2 EDITING A CLASS

Clicking this icon will open the class list page and allow you to edit the pupils within this class.

You can also deactivate pupils, for example if they leave your class. Click on the bin icon to do this. (Note, the deactivated pupils' records will be kept in the system)

5 Teaching

5.1 PLANNING BY YEAR

Once in the planning tool, the Year Groups that you have subscribed to will be in colour along the top. Select one.

Once you have selected your year group, you will see the medium term plan for that year. This is broken into 12 three-week units which ensure complete coverage and adequate revision of the National Curriculum Programme of Study for that year group. You can customise this yearly plan to suit your needs and preferences.

To change the plan, select a week and drag it to another location, either within that Unit, into another Unit or into another Year. If you are not sure when you would like to cover that week of work, you can drag it to the To Do board on the right hand side of the page.

To save the changes you have made to your Year plan, use the **Save** option in the top right of the page.
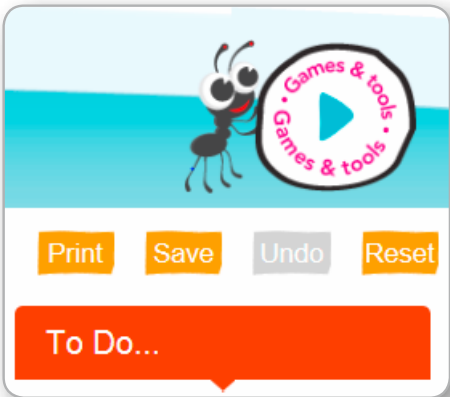
Print	You can print a copy of your medium term plan
Save	You can save your medium term plan
Undo	You can undo the last change you made
Reset	You can reset the selection back to the initial yearly plan

Once you are happy with your plan, click on the first week that you want to teach.

5.2 PLANNING BY WEEK
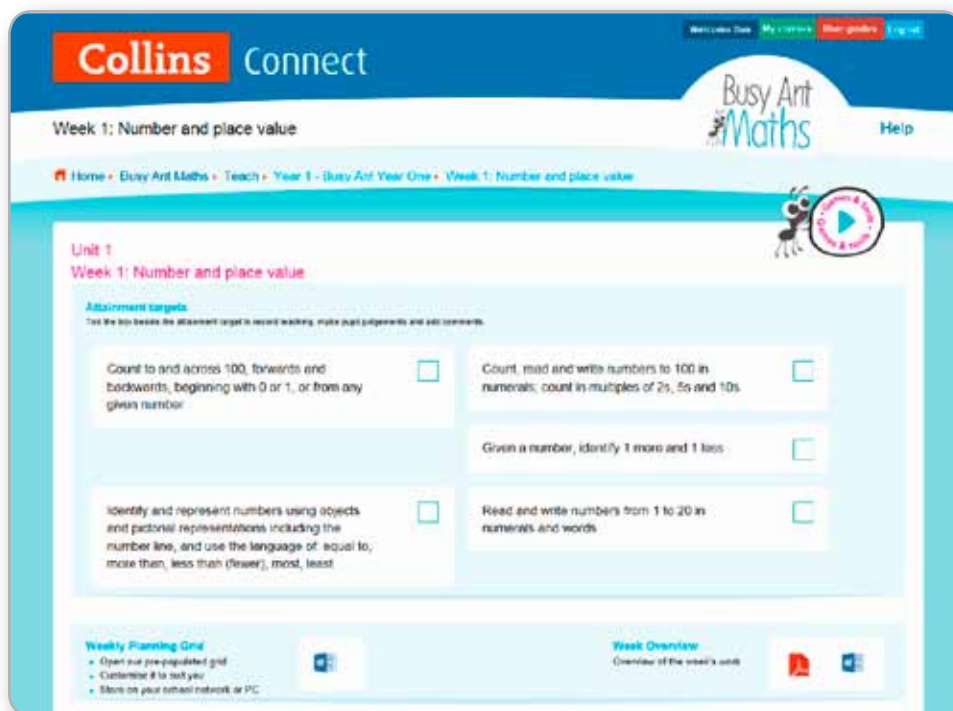
Each week contains:

Weekly Planning Grid	An editable short-term **Weekly Planning Grid** which links to the different teaching and learning components used in Busy Ant Maths.
Week Overview	Overview of the week's work detailing pupil targets, prerequisites for learning, assessment, and tracking through the curriculum.
Getting Started Activities	A bank of warm-up activities which can be used at the start of the lessons in that week.
Four Lessons	Includes a lesson plan per day with accompanying digital resources for that lesson.
Learning Activities	A bank of activities which can be used throughout the week and allow pupils to further practice and consolidate their understanding of the Attainment Targets and lesson objectives being taught throughout the week.

6. Assessments

Access the Assessment content by clicking into the 'Assessment' box on the Busy Ant Maths home screen

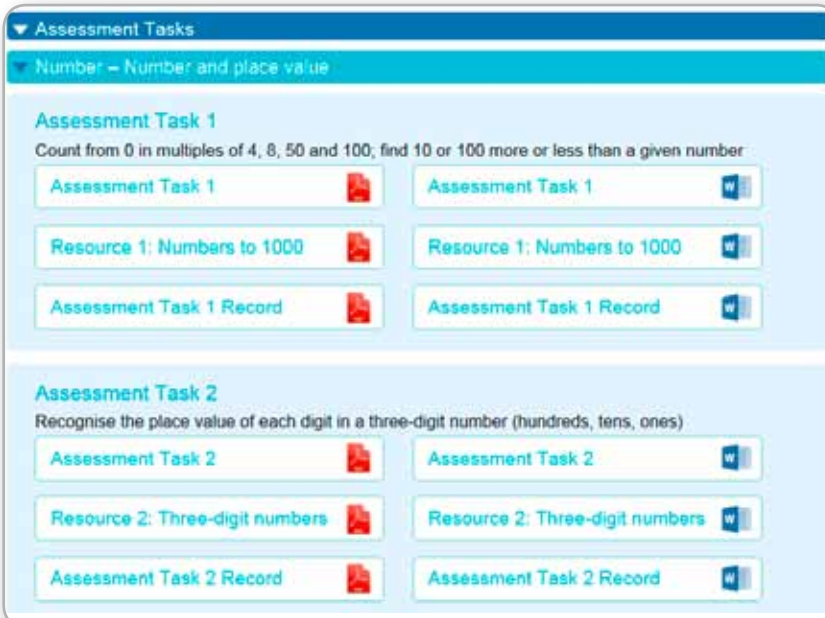Click onto the required Year group tab along the top.

Each Year contains Assessment Tasks and Assessment Exercises for each National Curriculum Attainment Target, and End-of-Unit Tests and Pupil Self-Assessments for each Busy Ant Maths Unit.
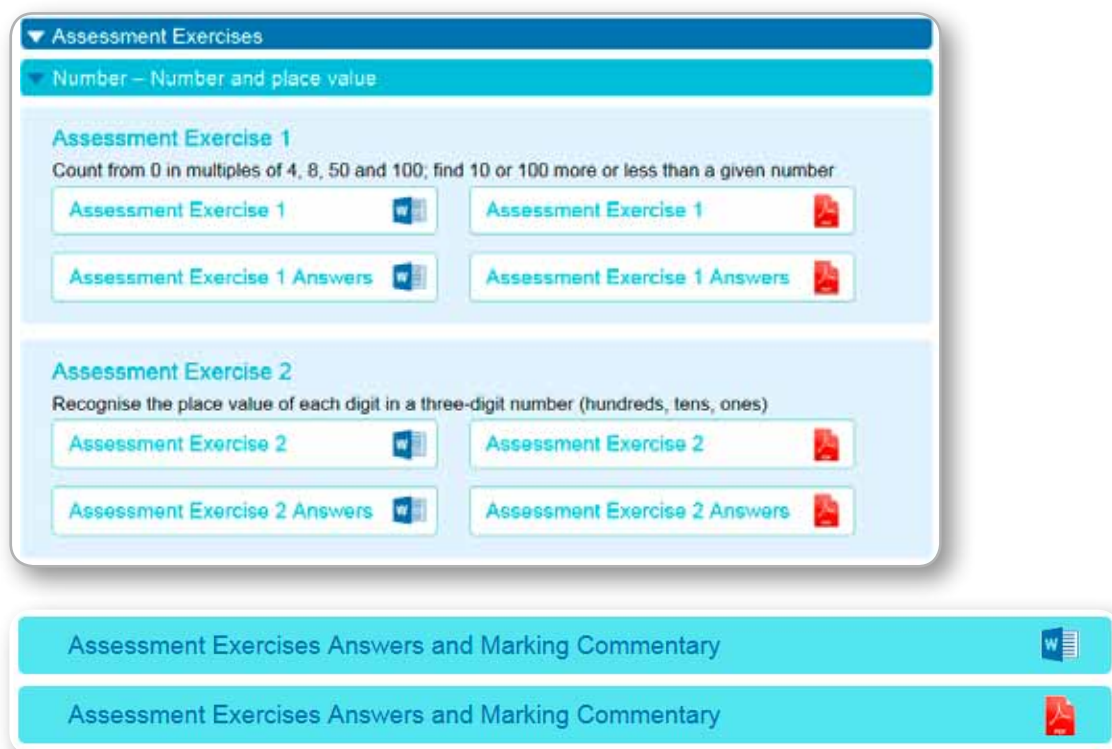
6.1 ASSESSMEST TASKS

These are used to assess individual children's level of mastery in a specific National Curriculum Attainment Target (NC AT).

There is one drop-down per Domain, and each Attainment Target contains:

- The Assessment Task for that NC AT in word and PDF versions

- Any Resource sheets which may accompany the Task

- An Assessment Task Record with the success criteria pre-populated for that task. You should complete this for all children carrying out the task

Collins Connect

Busy Ant Maths
CONFIDENCE FROM THE START

6.2 ASSESSMENT EXERCISES

These are used to assess individual children's level of mastery in a specific National Curriculum Attainment Target (NC AT).

There is one drop-down per Domain, and each Attainment Target contains:

- The Assessment Exercise for that NC AT in word and PDF versions

- The Assessment Exercise with the answers filled in for that NC AT in word and PDF versions. This is to help with marking and for you to refer to.

6.3 END-OF-UNIT TEST

These are used to assess understanding of the concepts taught in a Busy Ant Maths unit. There is one drop-down per Unit, and each Unit contains:

- The three page End-of-unit test for that Unit in PDF and Word versions

- The three page End-of-unit test with answers for that Unit in PDF and Word versions

- Each End-of-unit test divided into 3 separate PDF and Word documents

- Each End-of-unit test with answers divided into 3 separate PDF and Word documents

To help with marking, we have provided the End-of-unit Tests Answers and Marking Commentary in PDF and Word versions.

6.4 PUPIL SELF-ASSESSMENTS

Thes provide children with the opportunity to undertake some form of self-assessment at the end of a Busy Ant Maths unit. There is one drop-down per Unit, and each Unit contains the Pupil Self-assessment for that Unit in PDF and word formats.

6.5 ASSESSMENT SUPPORT

The can be accessed in the margin of the page via this icon:

Or you can access Assessment Support via the drop down

This section contains the Introduction to the Assessment content, and explains how, when and why you can use the Assessment content.

The Record-keeping formats are blank and non-interactive versions of the class records you can populate in the Record Keeping section of Connect.

The tracking documents contain the tracking back and forward through the Mathematics National Curriculum attainment targets' chart for the relevant year. This will help to determine at what year group the pupil is currently working. Related Assessment Tasks and Assessment Exercises can then be located in the corresponding Busy Ant Maths Assessment section on Connect. Related teaching and learning opportunities can be found in the corresponding Busy Ant Maths Teach section on Connect.

At any time when you are delivering Assessment from this section, you can click on the Class Records button to jump to the Record-keeping section of Connect and make records.

7. Class Records

7.1 RECORDING JUDGEMENTS AND RESULTS AGAINST ATTAINMENT TARGETS
You can populate class records by going through the Teach button on the home screen.

Select the Year group of the class you are teaching.
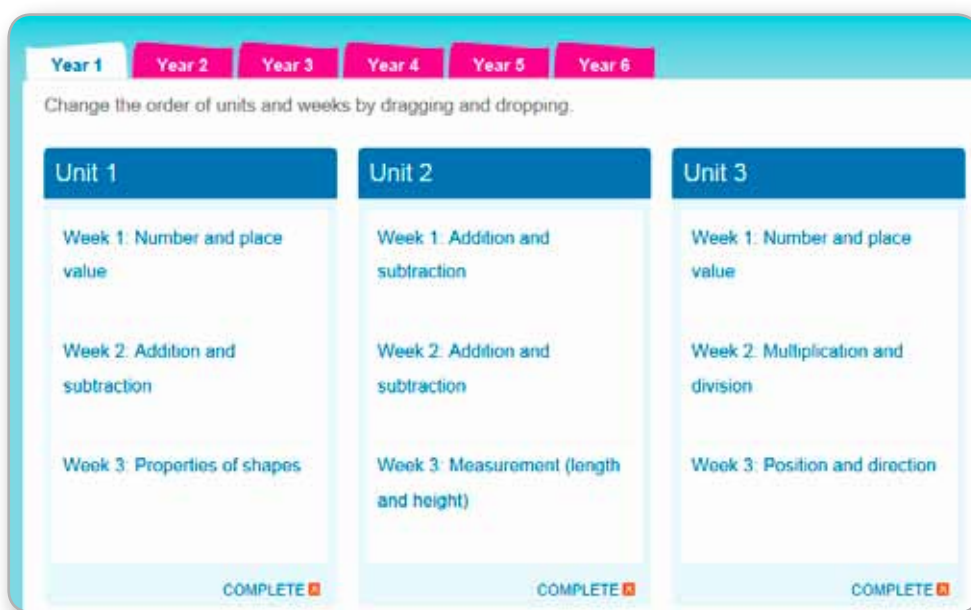
Once you have selected your year group, you will see the medium term plan for that year group. This is broken into 12 three-week units. Select a week.
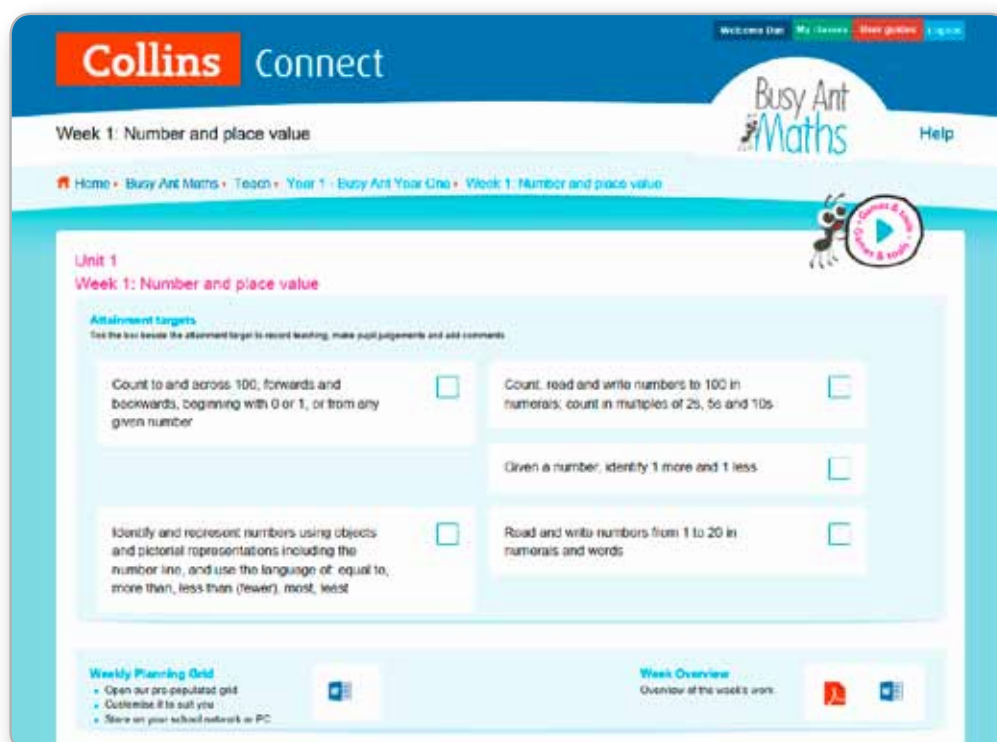
To record teaching and your judgements against an attainment target in that week, tick the box next to each attainment target. Click on the **OK** button.
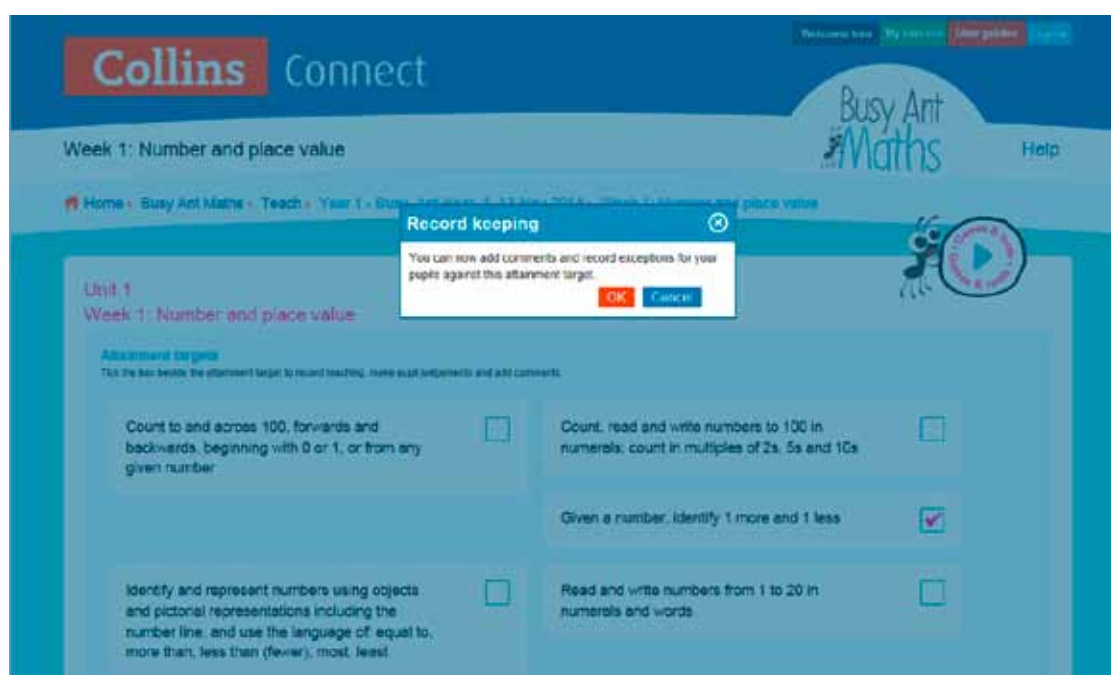
You will then be presented with all the pupils in the class for which you are making records. All pupils will appear under Mastery achieved by default.

Collins Connect

Busy Ant Maths
CONFIDENCE FROM THE START

Attainment target

Count to and across 100, forwards and backwards, beginning with 0 or 1, or from any given number

Mastery achieved:

Edward Brown - Year 1

Tina Chung - Year 1

Ned Franklin - Year 1

Sandeep Kaur - Year 1

Heena Shah - Year 1

Bharat Sharma - Year 1

Sarah Tomlinson - Year 1

Roger Tucker - Year 1

Frank Turner - Year 1

Kirsty Young - Year 1

Drag and drop

Mastery not yet achieved:

Mastery achieved and exceeded:

Finish

You can now move pupils who have not yet achieved mastery of the attainment target, or those who have achieved and exceeded mastery of the attainment target into the relevant category. Once you move a student, you should indicate at which year level the pupil is working. You can also add a comment on why you have made that judgement.

Attainment target

Count to and across 100, forwards and backwards, beginning with 0 or 1, or from any given number

Mastery achieved:

Edward Brown - Year 1

Tina Chung - Year 1

Sandeep Kaur - Year 1

Heena Shah - Year 1

Bharat Sharma - Year 1

Sarah Tomlinson - Year 1

Roger Tucker - Year 1

Frank Turner - Year 1

Kirsty Young - Year 1

Drag and drop

Mastery not yet achieved:

Ned Franklin
Which year are they working at?

1 Year 2
2 Year 3
3 Year 4
4 Year 5
5 Year 6

Optional comment

OK

Finish

Click the **OK** button when you have finished. The student will then sit in the new category:

Mastery achieved and exceeded:

Ned Franklin - Year 2

7.2 VIEWING AND CREATING CLASS RECORDS

You can view the records you have created via the Class records section. Note you can also record judgements and assessment results against attainment targets in this section too. To view or create records for your class, click on the **Class records** button on the home screen.

Class records

Select the class you wish to view or create records for.

As you teach more than one group, please select which group you would like to view or create records for.

| Group 5 | Group 5: A | Group 5: B | Group 3 |
| Group 4 | Group 6 | Group 1 | Group 2 |

Select the year group level of ability that the children are working at. This is useful for mixed-age classes where there may be children working across a number of year groups or for classes where you have pupils working at different levels, but for most teachers this will be the year at which your class is currently working.

Busy Ant Maths offers the flexibility to create records across multiple years of the Programme of Study for each of your classes. Please choose which year of the Programme of Study you would like to view or create records for.

| Year 1 | Year 2 | Year 3 | Year 4 |
| Year 5 | Year 6 | | |

Collins Connect

Busy Ant Maths
CONFIDENCE FROM THE START

The next page will show an overview page which gives a full visual overview of the achievement of that class within maths over the year. It is organised by domain, and shows one pie chart per domain so that you can easily see how your class is achieving within that domain.

Where data has not been recorded against any attainment targets within a domain, there is no pie chart.
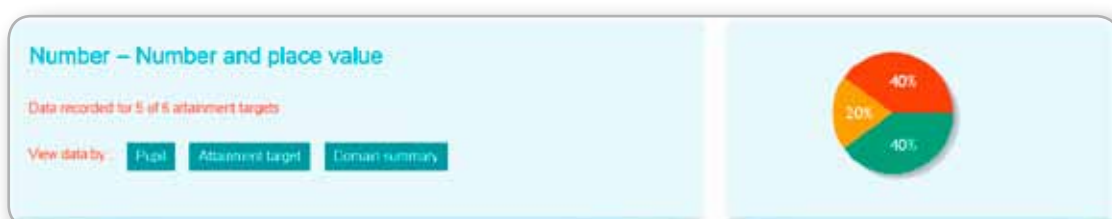
You can click into each section of the pie chart in order to see which pupils make up that particular section. For example, in the Number and place value domain above, 50% of students are achieving and exceeding mastery. When the green section is clicked, a list of 15 names of those pupils will appear.

There is a key on all pages to remind you what the red, amber and green designations stand for.
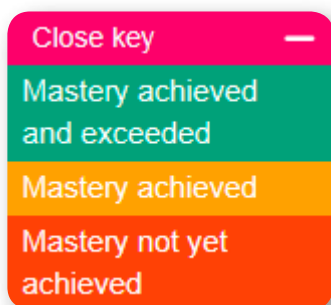
The key shows you the colour coding for the mastery levels

You can choose to display the data in a number of different ways.

Busy Ant Maths
CONFIDENCE FROM THE START

7.3 PUPIL BUTTON

Pupil

This option enables you to view a summary for each pupil on how they are performing on all attainment targets within a domain.

The **Previous pupil** button and **Next pupil** button will allow you to scroll through each pupil in your class.

Collins Connect

Busy Ant Maths
CONFIDENCE FROM THE START

7.4 ATTAINMENT TARGET BUTTON

Attainment target

This button allows you to view the whole class performance against each attainment target.

The **Previous target** button and **Next target** buttons will allow you to scroll through each attainment target within the domain.

If you click on the **Update records** button, this will allow you to edit the mastery judgements for that attainment target just as you would when ticking them off through the Teach section. Click **Finish** to save this selection.

Update records

7.5 DOMAIN SUMMARY BUTTON

Domain Summary

The Domain summary will show the records for your class by domain for the domain selected.

The pupil's mastery judgement for the domain is calculated based on the pupil's results for the attainment targets within that domain. This is why it is relevant to know on this page how many attainment targets have been covered in this domain. The calculation of the domain mastery judgement is based on the following rules:

If you have judged the pupil to be amber for all attainment targets, they will be amber for the domain.

If you have judged a pupil to be red for any attainment targets in the domain, they are red overall for the domain. Even if they have been judged a green for one or more of the attainment targets, they will still be red for the domain.

If the pupil is green for any attainment targets and has no red judgement, they will be green overall for the domain.

Teachers can override the mastery judgement calculated by the platform for each pupil by clicking on the **Update records** button. Note that this is only possible once you have recorded data for all attainment targets within the domain. Click **Finish** to save this selection.

8. Games and Tools

Flexible interactive whiteboard (IWB) teaching tools and games to help children develop mental fluency in basic numerical skills are also included in the Connect subscription. You can access these tools and games by clicking on the 'Games & Tools' icon in the top right hand corner of the page.

9. Completing the Plan

Once you have completed a unit and its relevant activities and games, you can exit the lesson and tick **COMPLETE** on the bottom right. This will allow you to keep track of the modules covered and to ensure each unit is fully completed.

Collins Connect

Busy Ant Maths
CONFIDENCE FROM THE START
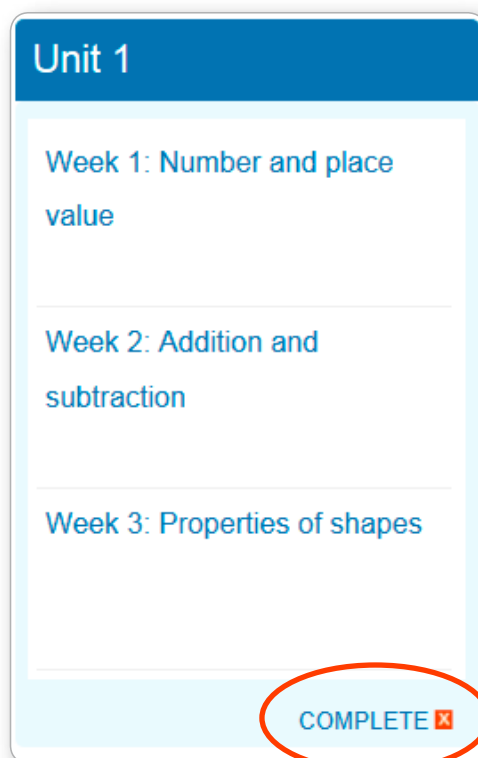
Help and Support

If you require support, please email **education.support@harpercollins.co.uk** or ring **0844 576 8126, option 3**